



**Exempt Recruitment Announcement**  
**Opens: November 9, 2015 ~ Closes: November 23, 2015**

**JOB TITLE:** Non-Linear Video Editor – Session ONLY

**REPORTS TO:** Dave Whitmore – Supervisor, LSS Video Department

**SALARY RANGE:** Salary range of \$2,618 – 2,962 per month, DOQ  
*This position does not have benefits or pay into retirement*

**ROLE:**

The Washington State Office of Legislative Support Services is currently recruiting for the position of session Editor. This is a full-time, temporary position, beginning **January 4, 2016**, and continuing until **March 10, 2016**.

This is a non-partisan position, supporting the House, Senate and Legislative Sub-Agencies. The candidate must maintain a non-biased, non-partisan work ethic in a partisan political environment.

It is anticipated that this position will work, Monday through Friday, between the hours of 7:30 a.m. and 5:00 p.m. but the person may be asked to work a flexible schedule to provide some evening coverage as necessary.

The position is non-permanent and exempt from civil service and does not qualify for overtime compensation beyond the regular work week.

*Leave is not approved during session unless there is an exceptional circumstance that arises.*

**RESPONSIBILITIES:**

- Edit weekly Legislative Update programs with legislators and that air in over 40 cities and on the web.
- Video House and Senate floor debates, committees, and other events on the capitol campus.



## QUALIFICATIONS:

- The ideal candidate is skilled, responsible, efficient, attentive to detail and able to make a commitment.
- Candidates should have at least two years of videography industry experience: professional experience preferred but can include studies in videography.
- Ability to use a professional video camera and related production equipment on a daily basis. Experience with Sony XDCam EX cameras a plus.
- Ability to edit on Mac with Creative Cloud, Adobe Premiere, After Effects and related programs.
- The ability to work under tight deadlines is vital.
- Outstanding customer service and people skills.
- Effective time management and multi-tasking skills.
- Excellent office management skills, including the use of Microsoft Office Suite.
- Must be able to work effectively in a team environment.

## HOW TO APPLY:

Please submit the following information by 5:00 pm on November 23, 2016:

- A letter of interest addressing the specific qualifications and abilities.
- A current video resume (on DVD or Thumbdrive). Online resumes will not be accepted. Video must include examples of applicant's editing and shooting abilities. Videos will not be returned. Applicants not providing video samples will not be considered.
- A list of at least three professional references, including one supervisor, with current telephone numbers and/or email contact information.

## Send to:

### **Kristin Collins, HR Consultant**

Legislative Support Services

E-mail: [Kristin.Collins@Leg.wa.gov](mailto:Kristin.Collins@Leg.wa.gov)

Fax: (360) 786-7337

*We would prefer to receive all application packages via e-mail with attachments in either a Word document or as a .pdf.*

Legislative Support Services is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Kristin Collins, in the human resources office at (360) 786-7337, or e-mail [Kristin.Collins@leg.wa.gov](mailto:Kristin.Collins@leg.wa.gov).

**Legislative Support Services (LSS)**

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